

## **Electrical - Meter Information**

The following information describes how to obtain an electric meter for a new building, an existing building or a temporary power pole. It also advises what to do if a meter has been disconnected due to damage, vacancy or for non-payment of utility bills. Also, procedures are outlined for checking the status of inspection and approval for a meter release by the Building Division.

### **TO GET AN ELECTRIC METER FOR A NEW BUILDING -**

An electric meter for a new non-residential building with a designated occupancy can be obtained by either:

- I. Obtaining an ***Electrical Final Inspection*** or
- II. By requesting a ***Pre-final meter*** and obtaining approval from the Supervising Electrical Inspector.

At the ***electrical final inspection***, the inspector will complete the meter release form and leave a copy of the form on the job. The ***owner must contact PG&E*** after obtaining the Meter Release.

If an electric meter is desired prior to electric final, the owner can request a ***Pre-final meter***. The ***Pre-final Meter Request form*** must be completed and submitted to the Building Division. The Pre-final Meter Request form is available at the Permit Center. The form can also be requested via fax or mail by calling (408) 535-3555. The Pre-final meter request must be reviewed and approved by a Supervising Electrical Inspector. If the request for Pre-final meter is approved, the project must be inspected and approved prior to releasing the meter.

When the electrical inspector determines the meter is safe to energize and a legitimate load is present, the inspector will issue a meter release. The inspector will leave a copy of the ***meter release*** on the job. The inspector will bring another copy of the meter release to the Building Division the following business day. The Building Division will then notify PG&E of meters that have been approved to release.

Note: PG&E does not have a record of approved meter releases before 2:00 p.m. the day following inspection. Please make meter release status inquiries **after 2:00 p.m.**

Note: **The *Pre-final meter* option is not available for the following projects:**

1. **New single family dwellings -**

Note: For **new residential projects**, the Building Final must be approved prior to issuing a meter release.

2. **New multi-family dwellings**, except "House Meters" feeding common areas
3. **"Shell Only" or "Speculative Space Only"** projects except designated "House Meters -

Note: The Pre-final meter option is not available until subsequent "***Tenant Improvement***" or "***Finish Interior***" permits are issued.

**Owner notification**

The owner must also contact PG&E and make arrangements to have them install the meter. PG&E will not set a meter unless they have the necessary billing information from the owner.

**TO GET AN ELECTRIC METER FOR AN EXISTING BUILDING**

The procedures for getting an electric meter for an existing building are essentially the same as those for getting a meter for a new building. However, in addition, **permits are also required** prior to receiving a meter release from the Building Division.

Note: These procedures do not apply to "Shell" buildings or to a "Speculative Space" without a designated occupant. To obtain a meter release for an existing building, comply with one of the three following applicable procedures:

1. Existing building alterations:

I. **Obtain the necessary permits**

Note: Depending on the occupancy and scope of work, plan check may be required prior to issuing a permit; and

II. **The work must be inspected and approved**, then

III. The inspector will complete a ***Meter Release Form***, and

IV. The **owner must contact PG&E** after obtaining the Meter Release.

2. Meter disconnected for non-payment of utility bills or building vacancy:

I. Obtain the necessary permits. Note: An "***Electrical Survey Permit***", and

II. The project must be **inspected**. When the electrical system is determined to be safe,

III. The inspector will complete a ***Meter Release Form***, and

IV. The **owner must contact PG&E** after obtaining the Meter Release.

3. Meter has been disconnected due to fire or vehicle damage:

The owner must obtain a ***Damage Survey***. The damage survey involves inspection from a City Inspector to determine the necessary plans and permits required for reconstruction:

If no electrical or gas repair work is required the meters may be released by the inspector performing the Damage Survey. If electrical repair work is required and you would like PG&E to reconnect power prior to completion of repairs, an electrical service survey permit must be obtained. The survey inspection will verify that the damaged portion of the electrical system has been disconnected, as has the portion of the system serving the area that will be repaired. The fee associated with the electrical service survey permit is \$121.00. After obtaining this permit, the necessary clean up work can commence and an inspection can be requested. When calling for this inspection, the applicant must alert the operator to schedule the electrical service survey with a Supervising Electrical Inspector.

Note: An electrical service survey permit authorizes work to abate the hazardous conditions and to have a meter set for construction proposes. Any electrical repair work associated with reconstruction must be done under the issuance of a separate electrical permit.

- I. Request and pay for a “**Damage Survey**” and “**Electrical Service Survey Permit**”, and
- II. Schedule a “**Damage Survey Inspection**” and an “**Electrical Service Survey**,” and
- III. Request the clerk to indicate “Attn.: Electrical Supervisor” on the inspection request form.

### **Permit Requirements**

- ? Permits are issued to either the owner or to a State-licensed contractor.
- ? Permits are obtained at the San Jose Building Division Permit Center.
- ? The Permit Center is located at 200 East Santa Clara Street.
- ? Office hours are 9:00 a.m. to 4:00 p.m., Monday through Friday.

### **Inspection Requirements**

- ? The project must be inspected and approved prior to issuing a meter release.
- ? To request an inspection, call (408) 535-3555 between 7:00 a.m. & 5:00 p.m.

### **TO GET AN ELECTRIC METER FOR A TEMPORARY POWER POLE (TPP)**

The procedures to get an electric meter for a Temporary Power Pole (TPP) are as follows:

- I. A permit must first be obtained from the San Jose Building Division.
- II. **Permits for TPP's must be in conjunction with specific work**, usually associated with either:
  1. An existing Building Permit, **or**
  2. A Grading Permit, **or**
  3. Planning Dept. approval.

Note: In special cases, a TPP permit can be issued without an associated permit, such as for seasonal Christmas Tree Lots.

Note: The permit will require a valid address associated with the installation. If no valid address exists, one will have to be created prior to permit issuance.
- III. After obtaining the necessary permits, the applicant must schedule an inspection from the Building Division. To schedule an inspection, call (408) 535-3555 between 7:00 a.m. & 5:00 p.m.
- IV. Once the Building Inspector approves the installation, the inspector will issue a ***Meter Release***. The Building Division will then notify PG&E of meters that have been approved to release.
- V. The **owner must then contact PG&E** after obtaining the Meter Release.

Note: PG&E will not install a meter unless they have current billing information from the owner.

Note: To check if PG&E has received meter release notification from the city, contact them at (800) 743-5000. PG&E does not have a record of approved meter releases before 2:00 p.m. the day following inspection.

Please make meter release status inquiries **after 2:00 p.m.**

### **TO FIND OUT IF THE BUILDING DIVISION HAS ISSUED AN ELECTRIC METER RELEASE**

To find out if the Building Division has issued an electric meter release, contact the Building Division at (408) 535-3555. Request a status check for a meter release on the voicemail system. An inspector will return your call as soon as possible. Most calls are returned within 24 hours. Please be sure to leave the following information on the voicemail:

1. The job address,
2. The permit number,
3. The name of the inspector,
4. The date of the release,
5. Whether the permit was for a gas meter or an electric meter,
6. Your name & call back number, and
7. Indicate if the inspector left a copy of the meter release on the jobsite.

When a meter is needed, and an inspection has been approved for a meter release, the inspector will issue a meter release. This is typically done at the *Final Inspection*.

After the inspector has issued the meter release, the inspector will leave a copy of the release form on the jobsite. The inspector will bring another copy of the release form to the Building Division the day following the inspection. After the Building Division has processed the releases they are forwarded to PG&E.

To check if PG&E has received meter release notification from the city, contact them at (800) 743-5000.

Note: PG&E does not have a record of approved meter releases before 2:00 p.m. the day following inspection. Please make meter release status inquiries **after 2:00 p.m.**

If a permit was obtained and the project was inspected, but the inspector did not leave a meter release, contact the inspector who performed the inspection to find out why the meter was not released. Inspectors can be contacted by phone by calling (408) 535-3555, between 7:00 a.m. and 8:00 a.m., Monday through Friday.

If you do **not** have a copy of the meter release form, the meter cannot be released. To receive a meter release, you must first obtain the necessary permit and then have the work inspected and approved. Once a permit is issued, the applicant can call (408) 535-3555 to schedule an inspection.

Note: PG&E will not install a meter unless they have current billing information from the owner.

For additional information regarding meter releases contact:

- ? PG&E at (800) 743-5000, or
- ? The San Jose Building Division at (408) 535-3555